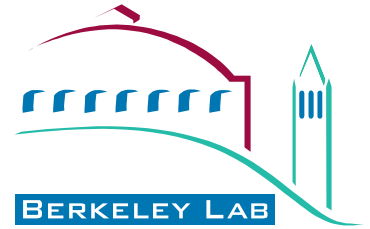
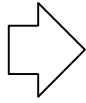


How do I empty my Cache files?



When it becomes necessary to delete your PeopleSoft cache files.

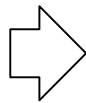
Navigate to the PeopleSoft cache file location.



1. Navigation to your Windows Explorer to [locate](#) your cache files.

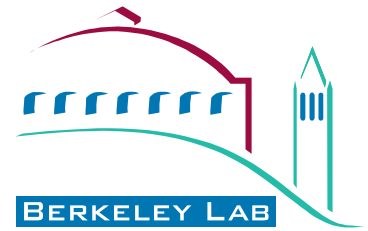


Deleting your Cache files



2. Follow these instructions to [delete](#) your cache files.

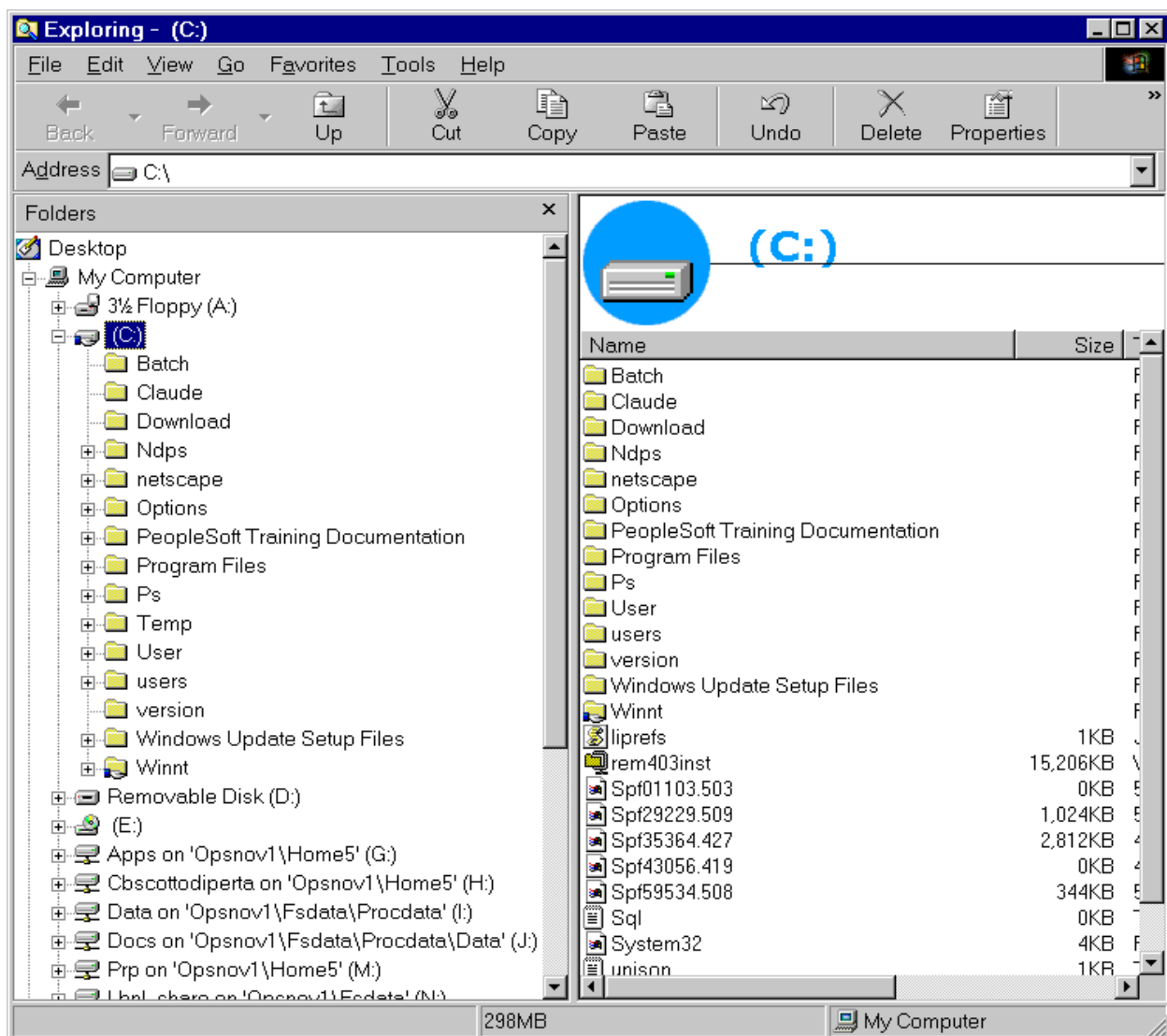
How do I empty my Cache files?



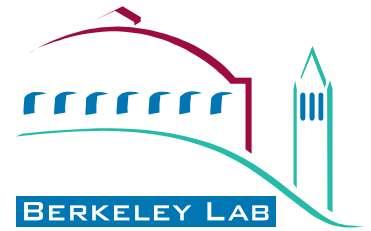
Step 1: Locating your Cache Files

- ⇒ Start
- ⇒ Programs
- ⇒ Windows Explorer

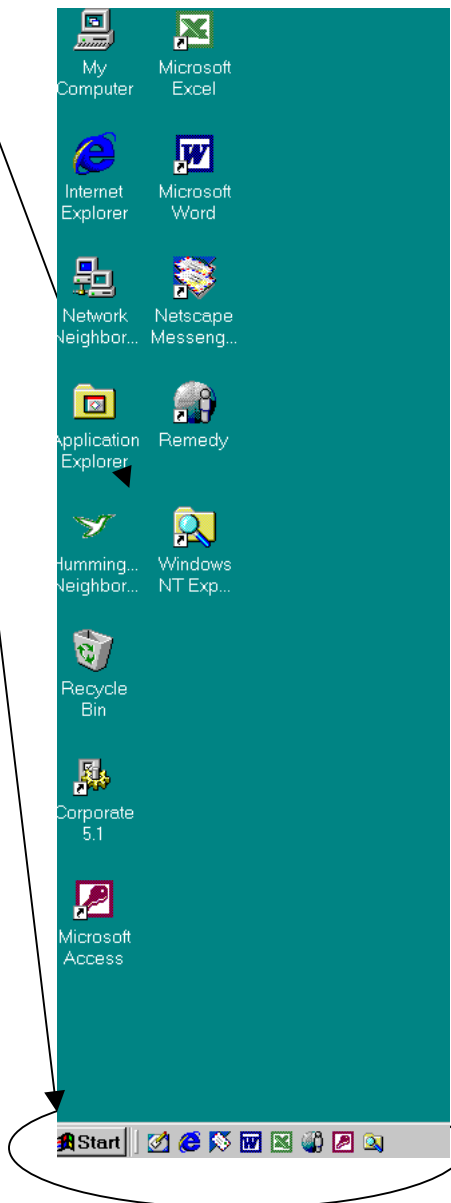
The Windows Explorer text panel will display



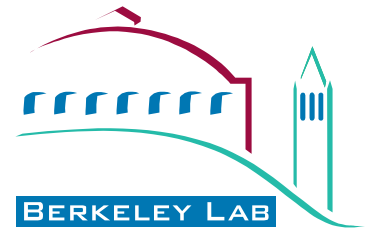
How do I empty my Cache files?



An alternate way of accessing your Windows Explorer is to simply double click the Windows icon on your desktop or your desktop's Taskbar.

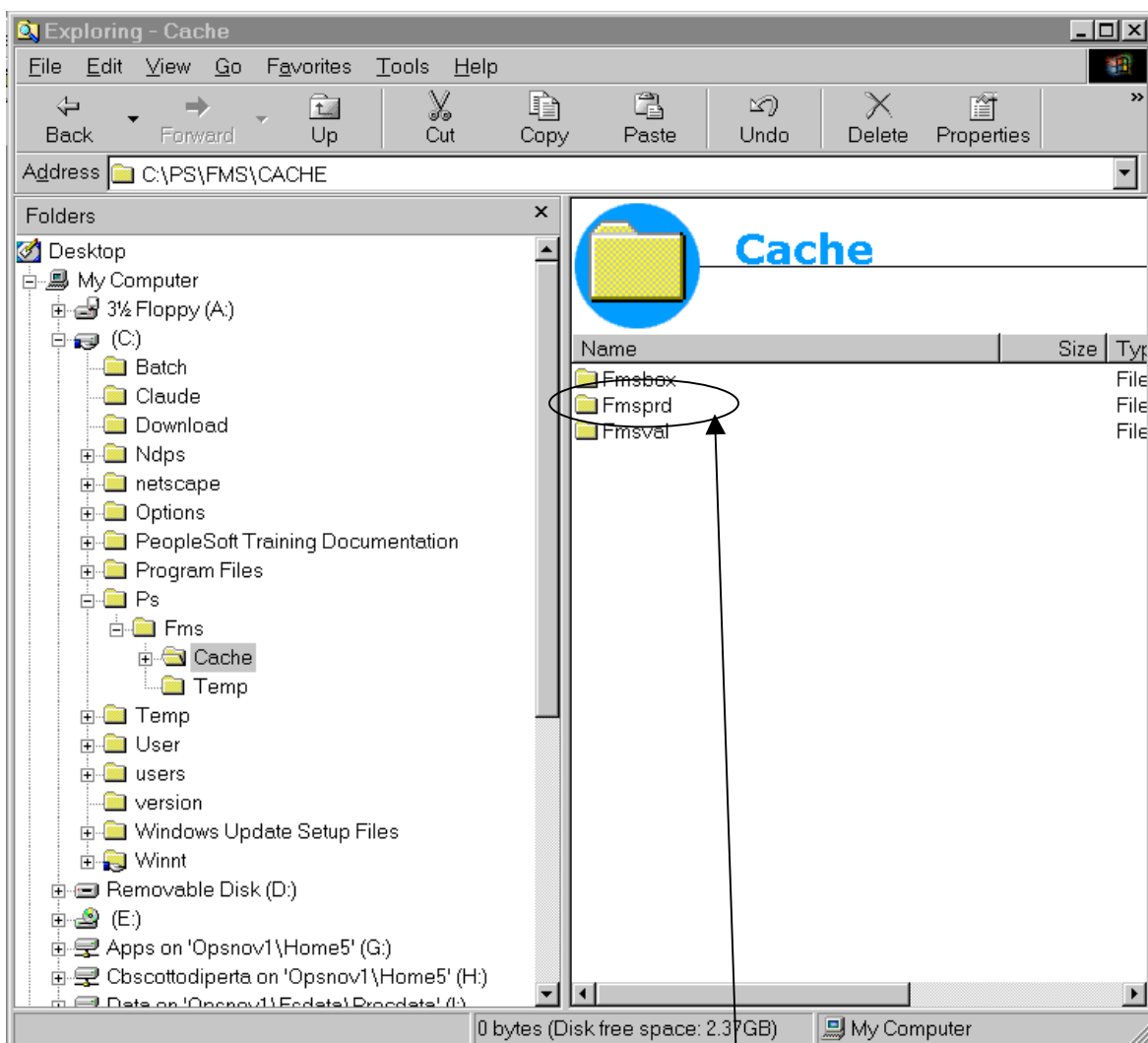


How do I empty my Cache files?



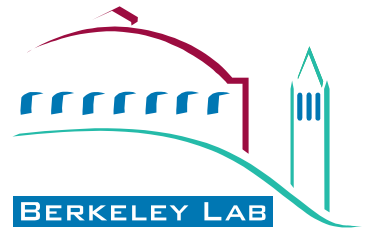
Step 2: Deleting the Cache Files

- ⇒ PS
- ⇒ FMS
- ⇒ Cache

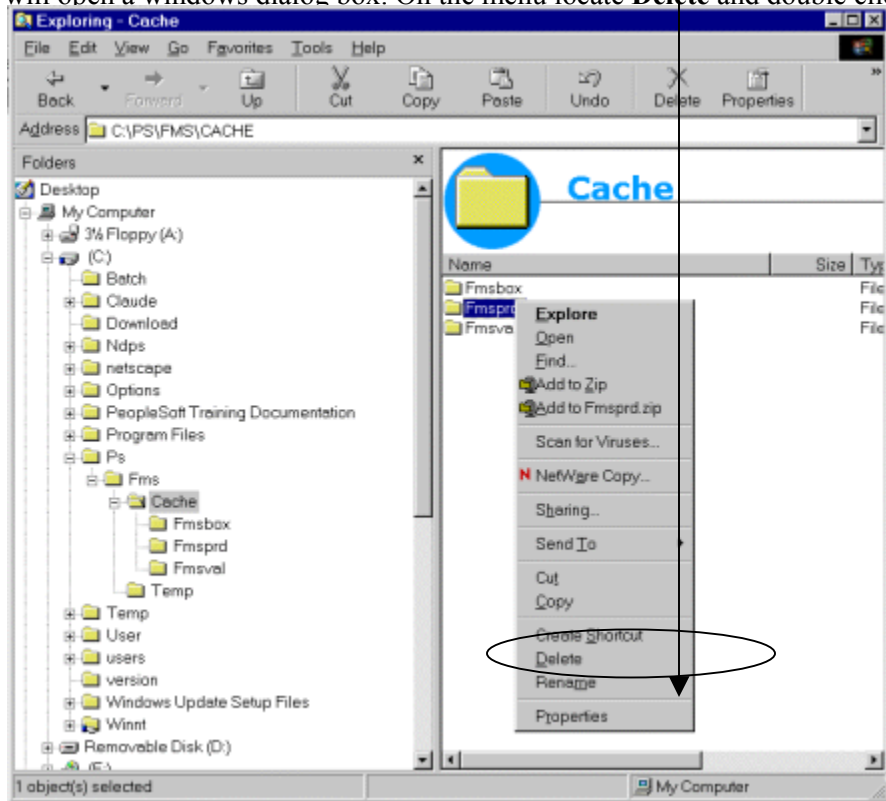


Highlight and Right-Mouse button click onto the FMSPRD folder.

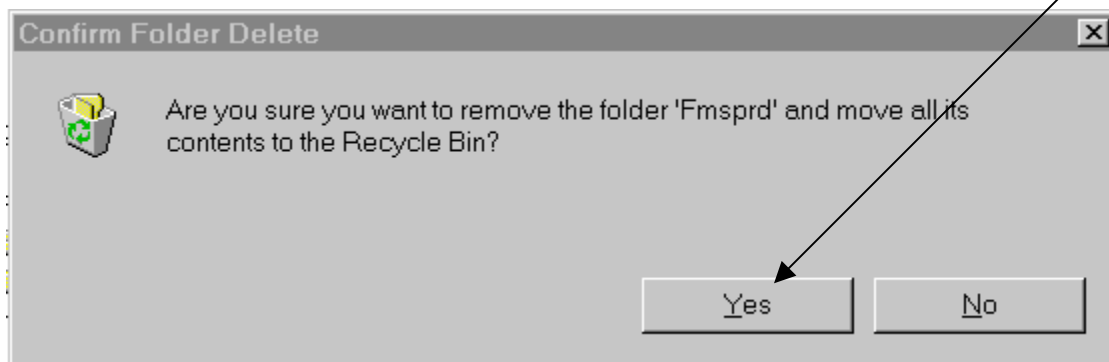
How do I empty my Cache files?



The system will open a windows dialog box. On the menu locate **Delete** and double click on it.



The system will prompt you with a warning asking you if you wish to delete this file, click **Yes**.



Once the system deletes your cache files, your PeopleSoft system will reload the files into your workstation. Expect a small delay while this is taking place.